



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 12-04-102	OPENING DATE: 12-03-04	CLOSING DATE: 12-17-04	OPEN TO ALL APPLICANTS
POSITION: Supply/Inventory Clerk JS-2005-06	TYPE OF APPOINTMENT: Career Service		SALARY: \$30,762-\$39,996 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Administrative Services	LOCATION: 515 5 th Street, NW		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent performs clerical duties which include: assisting in the receipt of furniture, equipment and supplies; preparing forms and performing research on the value of surplus property being transferred to the DC Courts; and assisting in reconciling all property accounts to ensure that property received is inventoried. Incumbent also performs duties of a physical nature including: the delivery of furniture, equipment and supplies to the requisitioning office; moving and placement of all property currently within the DC Courts' supply system; storing unused property; and assisting in the completion of inventories of fixed assets using bar coding and other technology. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A high school diploma or General Equivalence Diploma (G.E.D.) and at least two (2) years of general office experience. This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. Please submit copies of your high school diploma or G.E.D. certificate, your Motor Vehicle Operator's Permit, and your most recent performance evaluation with your application.

SELECTION PROCESS: All candidates who meet the minimum qualifications will be tested on Records Management Skills (alphabetic and numeric filing.) A structured oral interview may be required of the highest qualified candidates. Also, driving records will be checked and must be clear of violations, in order for a government driver's license to be obtained.

Submit Court Application to:

DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.

For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.